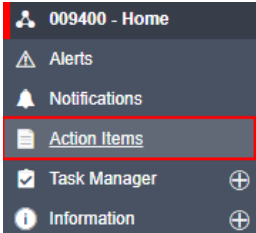
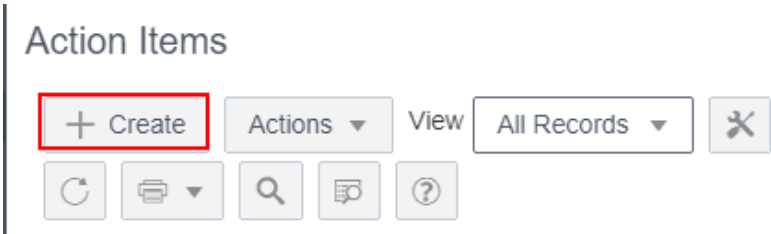
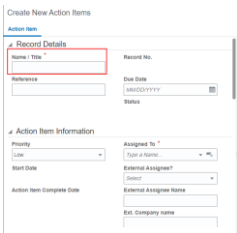
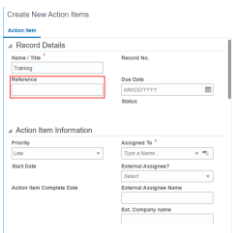
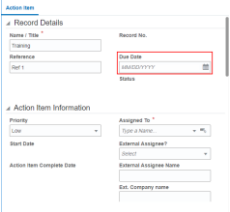
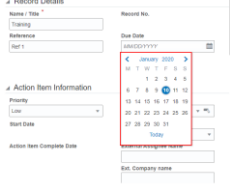
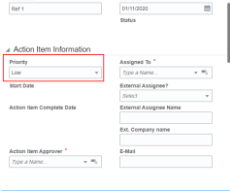
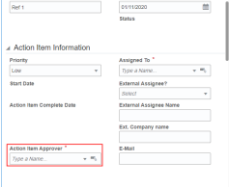
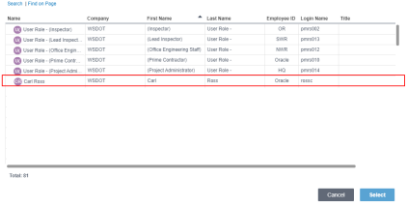
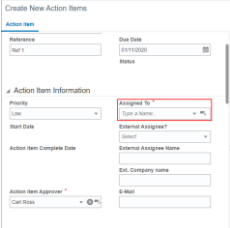
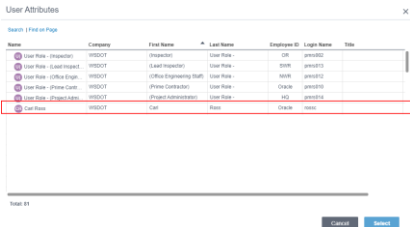
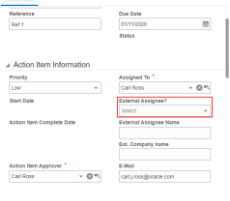

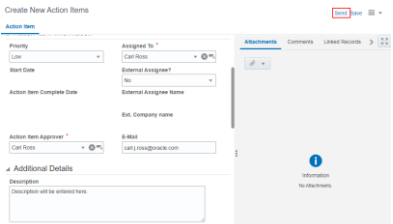
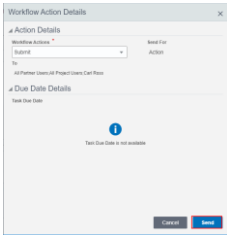
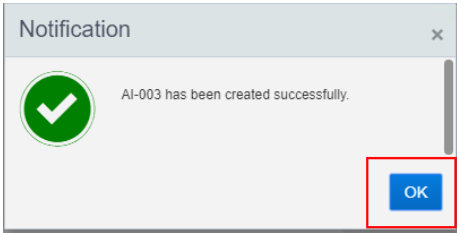


Action Item-1: Create

| Step | Action |
|------|---|
| 1. | <p>Click Action Items.</p>  |
| 2. | <p>Click Create.</p>  |
| 3. | <p>Enter Name / Title.</p>  |
| 4. | <p>Enter a Reference.</p>  |

| Step | Action |
|------|--|
| 5. | Click Due Date calendar icon.  |
| 6. | Select Month, Day, and Year . Click Today if date is current day.  |
| 7. | Priority drop down defaults to Low. Can be changed if needed.  |
| 8. | Click Action Item Approver search button.  |
| 9. | Highlight a user from the list and click Select .  |

| Step | Action |
|------|---|
| 10. | <p>Click Assigned To search button.</p>  |
| 11. | <p>Highlight a user from the list and click Select.</p>  |
| 12. | <p>Click External Assignee? drop down and select Yes or No.</p>  |
| 13. | <p>Click to enter a Description.</p>  |
| 14. | <p>Click Send.</p>  |

| Step | Action |
|------|---|
| 15. | <p>Click Send to forward record to next workflow step.</p>  |
| 16. | <p>Click OK once the record has been submitted.</p>  |
| 17. | <p>End of Procedure.</p> |